



Embassy of the United States of America

Panama, Republic of Panama

August 15, 2011

Dear Prospective Offeror:

SUBJECT: Request for Quotations Number SPM070-11-Q-0038 to Upgrade Open Channel Storm Drainage System at the Embassy Compound, Clayton.

The Embassy of the United States of America invites you to submit a quotation to upgrade Open Channel Storm Drainage System at the MAIN and SERVICE Compound Access Control (CAC) located in the New Embassy Compound, Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for **Thursday August 18, 2011, 10:00am**. Prospective offerors are encouraged to submit any questions concerning the solicitation documents as far in advance of the site-visit as possible, so that responses can be provided at the visit. Questions must be submitted in writing no later than **August 19 2011**, and should be sent to Ms. Teresa Guardia by fax (507-207-7141) or by e-mail (Guardiatr@state.gov).

Your quotation may be submitted electronically via e-mail to: **Guardiatr@state.gov**, or you may submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of electronic and hard copy quotations is **3:00 p.m.** local time, on **August 25, 2011**. No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Executed Standard Form 18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "bar chart"
3. Business Management/Technical Proposal.
4. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to **Joseph Davenport**, Contracting Officer, questions must be written in English and may be sent to fax number **207-7141** or e-mail to: **Guardiatr@state.gov**. You may also call **207-7309**.

Sincerely,



Joseph Davenport
Contracting Officer

*American Embassy Panama
9100 Panama City Place
Washington, DC 20521-9100
Phone: (507) 207-7000 Fax: (507) 317-5568*